CLAIMS

What is claimed is:

1   1.   A method for affording a communication manager, comprising the steps of:

2   (a)   receiving a plurality of communication documents selected from the group

3   consisting of requests for information, change proposal requests, change

4   proposal quotations, contract change orders, and submittals;

5   (b)   associating tasks to be completed with the documents;

6   (c)   storing the documents and the associated tasks in a database.

1   2.   The method as recited in claim 1, wherein a related file is capable of being

2   associated with each document, and a flag is set upon the completion of the

3   file.

1   3.   The method as recited in claim 2, wherein the file is given a read-only status

2   upon the flag being set.

1   4.   The method as recited in claim 1, wherein a response date is associated with

2   each document.

1   5.   The method as recited in claim 4, wherein an electronic mail notification is

2   automatically sent based on the response date.

1   6.   The method as recited in claim 1, wherein the documents include requests for

2   information, change proposal requests, change proposal quotations, contract

3   change orders, and submittals.

1   7.   A computer program product for affording a communication manager,

2   comprising:

3   (a)   computer code for receiving a plurality of communication documents

4   selected from the group consisting of requests for information, change

5   proposal requests, change proposal quotations, contract change orders, and

6   submittals;

7   (b)   computer code for associating tasks to be completed with the documents;

8   (c)   computer code for storing the documents and the associated tasks in a

9   database.

1   8.   The computer program product as recited in claim 7, wherein a related file is

2   capable of being associated with each document, and a flag is set upon the

3   completion of the file.

1   9.   The computer program product as recited in claim 8, wherein the file is given

2   a read-only status upon the flag being set.

1   10.   The computer program product as recited in claim 7, wherein a response date

2   is associated with each document.

1   11.   The computer program product as recited in claim 10, wherein an electronic

2   mail notification is automatically sent based on the response date.

1   12.   The computer program product as recited in claim 7, wherein the documents

2   include requests for information, change proposal requests, change proposal

3   quotations, contract change orders, and submittals.

1   13.   A system for affording a communication manager, comprising:

2   (a)   logic for receiving a plurality of communication documents selected from the

3   group consisting of requests for information, change proposal requests,

4   change proposal quotations, contract change orders, and submittals;

5   (b)   logic for associating tasks to be completed with the documents;

6   (c)   logic for storing the documents and the associated tasks in a database.

1   14.   The system as recited in claim 13, wherein a related file is capable of being
2   associated with each document, and a flag is set upon the completion of the
3   file.

1   15.   The system as recited in claim 14, wherein the file is given a read-only status
2   upon the flag being set.

1   16.   The system as recited in claim 13, wherein a response date is associated with
2   each document.

1   17.   The system as recited in claim 16, wherein an electronic mail notification is
2   automatically sent based on the response date.

1   18.   The system as recited in claim 13, wherein the documents include requests
2   for information, change proposal requests, change proposal quotations,
3   contract change orders, and submittals.